



# Town of Jerome, Arizona

PO Box 335, Jerome, Arizona 86331

**Bill Jensen, Planning & Zoning Administrator**

**Historic Preservation Officer**

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Celebrating Our 112<sup>th</sup> Anniversary

1899-2011

Founded 1876  
Incorporated 1899

## APPLICATION FOR PLAN OR DESIGN REVIEW

BY: (Please check one. A separate filled out form is required for each.)

☐ Planning & Zoning Commission ☐ Design Review Board  
→ PLEASE PRINT LEGIBLY BELOW SO PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE #: ☐ \_\_\_\_\_ Street Number, City, State, Zip  
EMAIL ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ ZONE DISTRICT: \_\_\_\_\_

APPLICATION FOR: (Please describe the project.) \_\_\_\_\_

I hereby apply for consideration and conditional approval by the above checked Board or Commission. I understand that any approval is not valid until application fees are received by the Town. I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the applicable provisions in the Town Zoning Ordinance. I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

### TOWN USE BELOW:

RECEIVED FROM: \_\_\_\_\_

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash  
Fee schedule item below . (Ord. 332)

ON DATE: \_\_\_\_\_ BY: \_\_\_\_\_ FOR: \_\_\_\_\_

PLANNING AND ZONING

Please review ZONING ORDINANCE, SECTION 303

ZONING DISTRICT \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

PERMITTED USE? \_\_\_\_\_ CONDITIONAL USE? \_\_\_\_\_

PROPERTY DESCRIPTION

1. Nonconforming lot of record? \_\_\_\_\_
2. Name of connecting public street \_\_\_\_\_
3. Public Water (domestic)? \_\_\_\_\_ Public Sewer? \_\_\_\_\_  
Public water (fire suppression)? \_\_\_\_\_ Public Septic? \_\_\_\_\_
4. Lot area \_\_\_\_\_ Required for zone \_\_\_\_\_
5. Lot width \_\_\_\_\_ Required for zone \_\_\_\_\_
6. Square footage of building \_\_\_\_\_ Required for zone \_\_\_\_\_
- 6a. Square footage of footprint \_\_\_\_\_
7. Percentage of lot covered \_\_\_\_\_
8. Yards  
Front \_\_\_\_\_ Front of buildings within 100' \_\_\_\_\_  
Side Yard (1) \_\_\_\_\_ Side Yard (2) \_\_\_\_\_  
Rear Yard \_\_\_\_\_  
Single or double frontage \_\_\_\_\_
9. Building height from median \_\_\_\_\_ Maximum face \_\_\_\_\_  
Engineering may be required on Items 10 and 11
10. Fill required? \_\_\_\_\_ Evidence of safety of fill \_\_\_\_\_
11. Excavation required? \_\_\_\_\_ Evidence of safety of excavation \_\_\_\_\_
12. Design Review required? \_\_\_\_\_  
Sign proposed? \_\_\_\_\_

## DESIGN REVIEW

Please review ZONING ORDINANCE, SECTION 304

All applications for Design Review Board approval shall include the following:

1. Eight (8) copies of the plot plan or site layout including all improvements drawn to scale
2. One (1) set of legible photographs showing all sides of existing structures
3. One (1) set of legible photographs showing adjoining properties, buildings and structures
4. Exterior elevations, drawn to scale
5. Materials and color samples
6. Signs, where applicable
7. Buildings, structures, etc. To be demolished or removed

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper not measuring more than twenty four inches (24") by thirty six inches (36"), drawn to a scale not smaller than forty feet (40') to the inch. The following checklist is provided for the applicant's convenience to insure inclusion of all necessary data.

_____	Plot plan or site layout drawn to scale
_____	Elevations drawn to scale
_____	Photos of site
_____	Photos of adjoining properties
_____	Material samples
_____	Color Samples
_____	Additional information requested by Zoning Administrator
_____	Additional information requested by Design Review Board

## Signs

Please review ZONING ORDINANCE, SECTIONS 303 and 509

_____	Eight copies, drawn to scale, 1 or more sheets of paper no more than 24" X 36"
_____	Dimensions
_____	Materials
_____	Colors
_____	Lettering
_____	Structure
_____	Lighting of sign
_____	Drawing or photo of building façade indicating proposed location of sign
_____	Drawing or photo indicating all other existing signs

13. Performance Standards. Please review and indicate compliance with the following:

Standard	Compliance guaranteed
Noise	_____
Smoke	_____
Glare or heat	_____
Vibration	_____
Fly ash, dust, fumes, vapors, gases or other forms of air pollution	_____
Liquid and solid waste	_____
Odors	_____

14. Is land suitable for building? (Engineering verification may be necessary) \_\_\_\_\_  
Slope \_\_\_\_\_  
Engineering report submitted? \_\_\_\_\_

15. Home Occupation? \_\_\_\_\_

16. Exterior lighting \_\_\_\_\_

17. Walls and Fences \_\_\_\_\_

18. Accessory building(s) \_\_\_\_\_

Square Footage \_\_\_\_\_ Height \_\_\_\_\_

19. Projections from building (type of projection in feet) \_\_\_\_\_

**PARKING AND LOADING**

Please review ZONING ORDINANCE, SECTION 510

1. Use \_\_\_\_\_
2. Is this a change of use or a new use of a pre-existing structure? \_\_\_\_\_
3. Loading requirement \_\_\_\_\_ How will requirements be fulfilled? \_\_\_\_\_  
\_\_\_\_\_
4. Parking requirement \_\_\_\_\_ How will requirement be fulfilled? \_\_\_\_\_  
\_\_\_\_\_
5. Off-street parking  
Spaces required \_\_\_\_\_  
Spaces provided \_\_\_\_\_  
Access from public street (which street) \_\_\_\_\_  
Dimensions \_\_\_\_\_  
Grading Required \_\_\_\_\_  
Surface \_\_\_\_\_  
Circulation pattern and exiting procedure \_\_\_\_\_

**DEMOLITION**

Please review ZONING ORDINANCE, SECTIONS 304 D 2

- \_\_\_\_\_ Plot plan or site layout
- \_\_\_\_\_ Legible photos showing all sides of the building or structure to be demolished
- \_\_\_\_\_ Legible photos showing adjoining properties
- \_\_\_\_\_ Any other information the Design Review Board may find necessary to establish compliance with this Section

In passing on an application for demolition, partial demolition or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

## PLAN REVIEW

Each application for plan approval will be filed with the Zoning Administrator to be forwarded to the Planning and Zoning Commission. The application for approval shall be submitted with eight (8) identical copies of the plan. Each copy shall be on one or more sheets of paper not measuring more than twenty four inches (24") by thirty six inches (36"), drawn to a scale not smaller than forty feet (40') to the inch, which show the features referenced in Section 303 I.C. 1-11. The following checklist is provided for the applicant's convenience to insure inclusion of all necessary data.

- \_\_\_\_\_ Eight (8) copies of site plan enclosed
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Scale
- \_\_\_\_\_ Lot dimensions
- \_\_\_\_\_ Street dedications
- \_\_\_\_\_ Easements
- \_\_\_\_\_ Utilities
- \_\_\_\_\_ Property lines
- \_\_\_\_\_ Location of all buildings and structures and number of stories (building height)
- \_\_\_\_\_ Vicinity sketch
- \_\_\_\_\_ Adjacent properties and their uses
- \_\_\_\_\_ Dimensions of all required yards
- \_\_\_\_\_ Lot coverage
- \_\_\_\_\_ Space between buildings
- \_\_\_\_\_ Dimensions of all proposed walls and fences
- \_\_\_\_\_ Exterior lighting
- \_\_\_\_\_ Parking and Loading
  - \_\_\_\_\_ Location of spaces
  - \_\_\_\_\_ Number of spaces
  - \_\_\_\_\_ Dimension of spaces
  - \_\_\_\_\_ Circulation patterns
  - \_\_\_\_\_ Surface materials
- \_\_\_\_\_ Existing and proposed drainage
- \_\_\_\_\_ Existing natural features (e.g., rock outcroppings, washes, etc.)
- \_\_\_\_\_ Existing man-made features (roads, walkways, stairways, etc.)
- \_\_\_\_\_ Existing and proposed grades
- \_\_\_\_\_ Slope of property
- \_\_\_\_\_ Proposed excavation and grading
- \_\_\_\_\_ Engineering reports where needed
- \_\_\_\_\_ Driveways - proposed
  - \_\_\_\_\_ Location
  - \_\_\_\_\_ Number
  - \_\_\_\_\_ Dimensions
  - \_\_\_\_\_ Circulation pattern
  - \_\_\_\_\_ Surface materials
- \_\_\_\_\_ Other access ways - proposed
  - \_\_\_\_\_ Location
  - \_\_\_\_\_ Number

- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Circulation Pattern
- \_\_\_\_\_ Surface Materials
- \_\_\_\_\_ Pedestrian walkways and stairways - proposed
  - \_\_\_\_\_ Location
  - \_\_\_\_\_ Number
  - \_\_\_\_\_ Dimensions
  - \_\_\_\_\_ Circulation pattern
  - \_\_\_\_\_ Surface materials
- \_\_\_\_\_ Legal description of property to be developed
- \_\_\_\_\_ Additional information requested by the Zoning Administrator
- \_\_\_\_\_ Additional information requested by the Planning and Zoning Commission

It is understood the Zoning Administrator shall have ten (10) working days from submittal to review an application for preliminary site plan approval. If complete it will be forwarded to the Planning and Zoning Commission for the earliest meeting time available.

**PLEASE NOTE:** After Planning and Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit(s).

**REGARDING BUILDING PERMITS:**

There are additional fees required for Building Permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects, and some residential projects generally require plans to be prepared and/or sealed by an Arizona Registrant such as a licensed architect or engineer per A.R.S. § 32-144. Licensed contractors are required for construction projects per A.R.S. § 32-1121.